

SOP#: PM-4

Submitting Outside Records for Entry in CRIS

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NCI Clinical Director Signature:

POLICY

All appropriate non-NIH medical record documents will be included in the Clinical Center medical record (i.e., CRIS). Documents of significance are to be selected for inclusion in the NIH medical record which are pertinent to either clinical care or research. In the interest of eliminating unnecessary bulk and retaining meaningful information, entire outside medical records are not routinely filed in the Clinical Center medical record.

PURPOSE

The purpose of the standard operating procedure is to provide guidance on records appropriate for entry into CRIS and to outline the appropriate procedure(s) for providing those records (paper or e-file) for entry/uploading to CRIS.

RESOURCES

- NIH Clinical Center Health Information Management Department (HIMD) [Handbook: Medical Record Policies and Procedures](#)
- CRIS Connection Series (via YouTube): [How to Request Outside Reports Submission](#)
- Submitting Electronic Outside Records for Upload to CRIS – [written instructions](#)
- Adding CRIS Labels on PDF Documents - [instructions](#)

PROCEDURES

Step 1: Identify Which Outside (Non-NIH) Record(s) Need to be Scanned into CRIS

Selected records include those that support pathology, medical history, baseline symptoms and prior therapies. While the participant is on study, records can include hospital/clinic records that identify adverse events, labs, and procedures.

Note: Outside records may not be submitted while the participant is in a “pre-admit” status in CRIS. You will need to submit records after the status changes in CRIS.

Step 2: Paper Transmission to Health Information Management Department (HIMD)

- Enter participant identification information on the outside record(s)
 - Include the participant's name and Clinical Center medical record number in the bottom left-hand corner of each page to be uploaded. This can be printed clearly in ink or attach the Clinical Center patient label.
 - If the outside records are sent electronically, a "patient label" can be added via Adobe Acrobat – See Resources "Adding CRIS Labels on PDR Documents"
 - Send records to HIMD:
 - Hand carry to HIMD 10/B1L400
 - OR
 - Place in designated boxes for HIMD in patient care areas (i.e. clinics, inpatient units)
- The expected turnaround time is 72 hours. There may be exceptions when extraordinarily large batches of outside materials are received. There may be a delay of a day in this circumstance.
- Outside lab results are top priority
- Outside records are dated per the date of the document
- The paper outside records that are sent to HIMD are labeled in CRIS in one of the following categories:
 - Outside Imaging Results
 - Outside Lab Test Results
 - Outside Physician Notes
 - Other Outside Notes
 - Other Outside Diagnostic test results
 - Outside Pathology Results


Step 3: Electronic Submission to Health Information Management Department (HIMD)

A secure website allows NIH employees to submit electronic files of outside records (must be in PDF form) to HIMD for reviewing and uploading into CRIS. Submitting outside records electronically allows the records to be labeled in a more specific fashion – see below.

- Requirements for Electronic Format Process Via Secure Website on CC Citrix
 - Each page of the PDF must have the participant's name and Clinical Center medical record number in the bottom left-hand corner. A "patient label" can be added via Adobe Acrobat – See Resources "Adding CRIS Labels on PDR Documents"

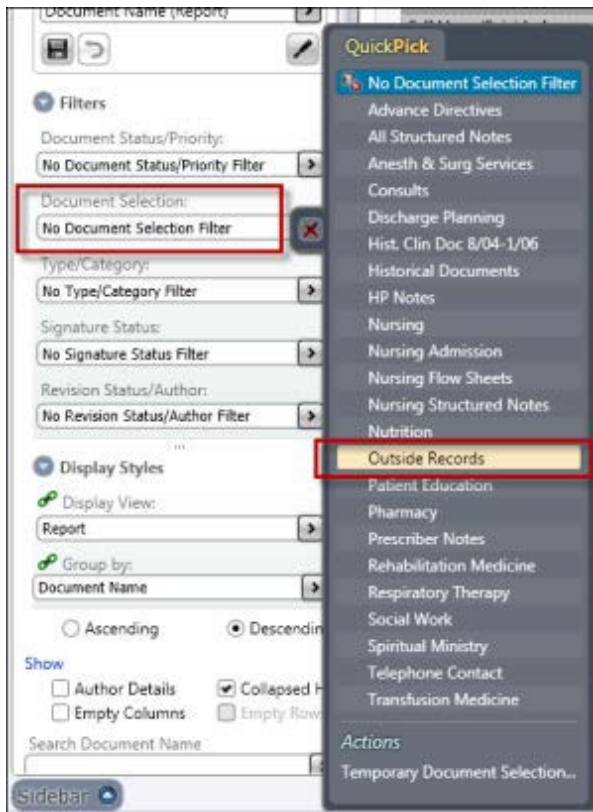
- One of the following categories must be selected to identify the outside record(s):
 - Outside Cardiovascular Test Results
 - Outside Chemistry Test Results
 - Outside Consultation Notes
 - Outside Discharge Summary
 - Outside Genetic Test Results
 - Outside Growth Charts
 - Outside Hematology Test Results
 - Outside History and Physical
 - Outside Immunology Test Results
 - Outside Microbiology Test Results
 - Outside Rehabilitation Medicine Notes
 - Outside Transfusion Medicine Notes

Step 4: Viewing Outside Records

- Outside records can be viewed from the Documents Tab using the following Document Selection filters:
 - Outside Records (all outside medical information) – See Appendix A
 - Prescriber Notes (all outside prescriber notes)
- To view the scanned files use the media icon () shown next to the document name in CRIS – See Appendix B

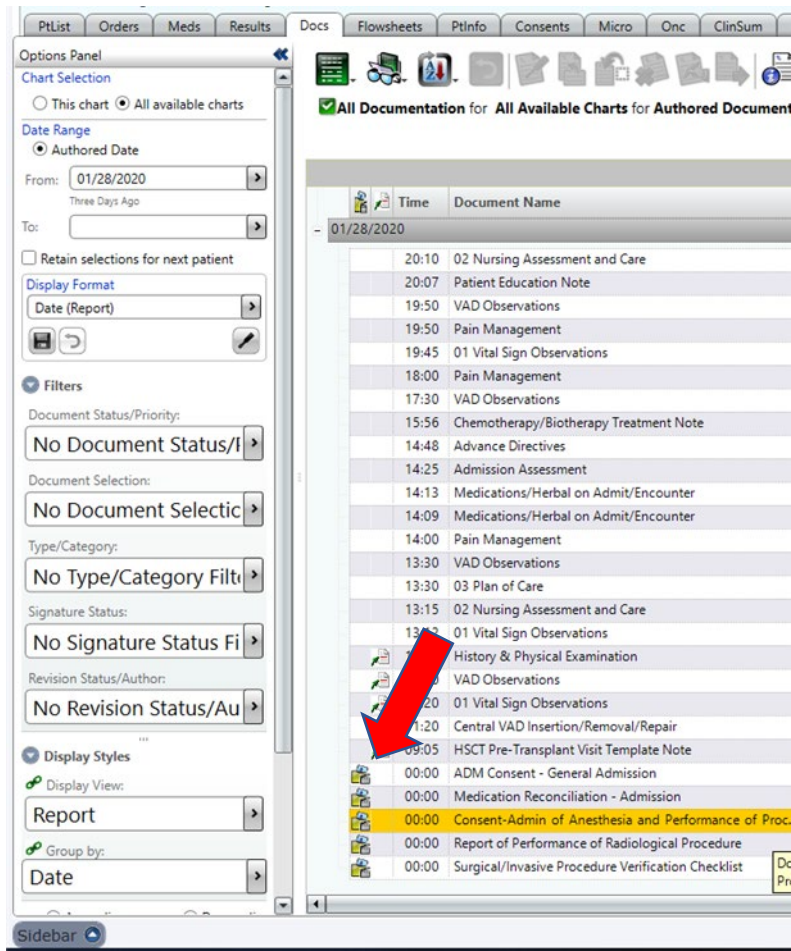
Appendix A

Viewing Outside Records – Documents Selection Filter



Appendix B

Media Icon to View Outside Records



The screenshot displays a medical software interface with a sidebar on the left and a main document list on the right. The sidebar contains an 'Options Panel' with sections for 'Chart Selection', 'Date Range', 'Display Format', 'Filters', and 'Display Styles'. The 'Date Range' section shows 'From: 01/28/2020' and 'To:'. The 'Display Format' section shows 'Date (Report)'. The 'Filters' section includes 'Document Status/Priority: No Document Status/I', 'Document Selection: No Document Selectic', 'Type/Category: No Type/Category Filt', 'Signature Status: No Signature Status Fi', and 'Revision Status/Author: No Revision Status/Au'. The 'Display Styles' section includes 'Display View: Report' and 'Group by: Date'. The main document list on the right is titled 'All Documentation for All Available Charts for Authored Document' and shows a table with columns 'Time' and 'Document Name'. A red arrow points to a document icon in the list, indicating where to click to view outside records.

Time	Document Name
20:10	02 Nursing Assessment and Care
20:07	Patient Education Note
19:50	VAD Observations
19:50	Pain Management
19:45	01 Vital Sign Observations
18:00	Pain Management
17:30	VAD Observations
15:56	Chemotherapy/Biotherapy Treatment Note
14:48	Advance Directives
14:25	Admission Assessment
14:13	Medications/Herbal on Admit/Encounter
14:09	Medications/Herbal on Admit/Encounter
14:00	Pain Management
13:30	VAD Observations
13:30	03 Plan of Care
13:15	02 Nursing Assessment and Care
13:03	01 Vital Sign Observations
13:03	History & Physical Examination
13:03	VAD Observations
13:00	01 Vital Sign Observations
11:20	Central VAD Insertion/Removal/Repair
09:05	HSCT Pre-Transplant Visit Template Note
00:00	ADM Consent - General Admission
00:00	Medication Reconciliation - Admission
00:00	Consent-Admin of Anesthesia and Performance of Proc
00:00	Report of Performance of Radiological Procedure
00:00	Surgical/Invasive Procedure Verification Checklist